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Security Information

Records
FILED : *Meeting*
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MEMORANDUM FOR: Record

RECORDS SERVICES DIVISION
December 1953
GENERAL SERVICES OFFICE

SUBJECT: Progress of Records Management Program in OCI

DATE: 2 December 1953

ATTENDANCE:

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1. The purpose of this meeting was to discuss the progress made in the installation of the Records Management Program in OCI and to determine what assistance our staff could render.

2. The only significant progress that has been made in OCI with respect to records management, has been in the vital materials area. In addition, a few inactive records have been inventoried and several safe-type filing cabinets have been returned to stock.

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3. Mr. [REDACTED] the Area Records Officer, has too many other duties at this time to permit him to carry out an active program. [REDACTED] agreed that the program is at a standstill and they further agreed that it was necessary for them to institute some activity in this line shortly. They generally feel that many of the records in OCI are of such a nature that they need to be kept only for a relatively short period. They can then be moved to the Records Center and eventually destroyed.

4. It was agreed that Mr. [REDACTED] would develop an overall approach to the installation of a Records Management Program on an active basis and that they would notify us and ask us to assist them in the installation. One reason that they have hesitated to go ahead with the program actively is because analysts from the O & M staff have been conducting a management survey throughout OCI for the past nine months. That survey has been completed recently. It included a recommendation that a records management survey should be conducted as soon as possible. I expect that we will hear from OCI after 1 January 1954.

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